



60 West Main Street
Hyrum, Utah 84319
Ph. (435) 245-6033
www.hyrumcity.gov

City Council Agenda Information

To: Mayor Steve Miller and City Council

From: Stephanie Fricke, City Recorder

Date: December 31, 2025

Subject: Appointment of City Recorder and City Treasurer.

Legal Requirement

Under Utah Code § 10-3-916, in each city of the third, fourth, or fifth class (or in a town), the mayor with the advice and consent of the city council must appoint a qualified person to serve as City Recorder and a qualified person to serve as City Treasurer.

Recommendation of Appointments by Mayor Steve Miller:

Stephanie Fricke — City Recorder

Stephanie Fricke is recommended for appointment as City Recorder. She has over 30 years' experience in government records management, writing legal documents/agreements, public process management including public noticing, annexations, and elections. She is credentialed with the International Master Municipal Clerks Certification, the Utah State Municipal Clerks Certification, and the State of Utah Records Officer Certification. Her background demonstrates extensive expertise in legislative support functions, public transparency requirements, and the management of official city documents and proceedings. Her qualifications clearly satisfy the requirement under state law for a "qualified person" to occupy the office.

Todd Perkins — City Treasurer

Todd Perkins is recommended for appointment as City Treasurer. He received his bachelor's degree from Utah State University in Accounting and brings over 16 years' experience in municipal treasury/fiscal management, financial records management, and holds the State of Utah Treasurer's Certification, and is bonded (required by law). He is responsible for planning, directing, organizing, and controlling the financial operations of the city, including governmental accounting, internal auditing, bond administration, grant administration, budget management and financial analysis and reporting. Serves as custodian of the city treasury. As a qualified candidate for Treasurer under state law, his appointment fulfills the statutory requirement.